



ALTERNATE PROFICIENCY CURRENCY PROGRAMS FOR CIVIL AVIATION INSPECTORS

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Revised: 27 October 1998 (998-7991)

Canada



EXPLANATORY NOTE FOR PROFESSIONAL CURRENCY POLICIES

1. **BACKGROUND:** Since the development of the "Green Paper", Transport Canada and the Aircraft Operations Group Association have been working together to develop a mutually agreeable professional currency policy. Final agreement on the policy had to be suspended until after the transfer of the Air Navigation System to NAV CANADA as a result of undertakings made between Transport Canada and NAV CANADA not to modify contractual agreements during the transfer process. Final agreement also had to be withheld until the Federal Government lifted its "freeze" on bargaining, as the Act of Parliament which imposed that freeze precluded any monetary bargaining, even that which was mutually beneficial to both the employer and the union member. Both of these impediments are now behind us and the attached policies are the result of deliberations within Transport Canada and consultation between Transport Canada and the Aircraft Operations Group Association.

2. **CAI CHOOSES PROGRAM:** These policies are founded on the fundamental principle that it is a mutually reached decision between the employee and employer as to whether he or she will follow a professional currency program based on flying aircraft with the Aircraft Services Directorate or whether the Civil Aviation Inspector will pursue an approved alternate professional currency program. It is up to the Civil Aviation Inspector to propose an alternate professional currency program for consideration by his or her manager and ultimate approval by the Professional Currency Steering Committee. In the absence of the medically fit Civil Aviation Inspector proposing such a program, or in the case where the program is not approved, the medically fit Civil Aviation Inspector will continue to pursue the professional currency program which is based on flying aircraft a minimum of forty-eight (48) hours a year. For obvious reasons, medically unfit CAIs must pursue an approved alternate professional currency program if they wish to qualify for Extra Duty Allowance.

3. **"CANNED" ALTERNATE PROGRAMS:** Attached to this document are the "canned" alternate professional currency programs which will be offered by the Aircraft Services Directorate. It will be up to the individual Civil Aviation Inspector to seek approval to follow one of these "canned" programs or to seek approval of a program which utilizes them and some additional factors. If the Civil Aviation Inspector chooses to follow one of these "canned" programs, the whole of that program must be followed, at a minimum.

4. **COST OF ALTERNATE PROGRAMS:** The most common question asked about the alternate professional currency programs is, "How much money can I have to develop such a program?". There is no fixed minimum or maximum amount available for an approved alternate professional currency program. Each proposed alternate professional currency program will be reviewed by the Professional

Currency Steering Committee on its own merits.

As Aircraft Services Directorate has been operating in a deficit position, very expensive programs may not be approved. The policy calls for Aircraft Services to pay for the approved alternate professional currency program on the premise that, when all approved alternate programs are looked at in their totality, savings will occur in Aircraft Services as a result of the non-use of its aircraft. It is hoped that these savings can be reprofiled to meet either the historic deficit or the unfunded flying requirements of other Civil Aviation Inspectors.

The Professional Currency Steering Committee will examine each proposal in light of Aircraft Services' financial situation, the professional currency requirements of the individual Civil Aviation Inspector proposing the alternate program, and the benefits to Transport Canada flowing from the Civil Aviation Inspector following the alternate professional currency program. It may choose to approve a program which is more expensive than flying departmental aircraft and, for example, it may choose to share the cost of the funding of that program between Aircraft Services and the Civil Aviation Inspector's home organization.

While cost is an important factor, a Civil Aviation Inspector should have his or her primary focus on the benefit to Transport Canada and his or her specific duties when proposing an alternate professional currency program. Affordability is the Steering Committee's issue to resolve.

5. NON-BINDING DECISION: Entry into an alternate professional currency program by a Civil Aviation Inspector is not a binding decision. After the completion of the period for which the alternate professional currency program has been approved, it will remain for the Civil Aviation Inspector to propose the same or another alternate professional currency program or return to the "default" position of flying departmental aircraft. The choice is that of the Civil Aviation Inspector and, in the absence of making a choice, flying departmental aircraft will be the professional currency program followed by the Civil Aviation Inspector. If circumstances so require and if approved by the Steering Committee, e.g., if the CAI takes a new position within Transport Canada, a CAI may be approved to change his or her approved program or return to the flying of Departmental aircraft before completing the initially approved program.

6. EXTRA DUTY ALLOWANCE: The Extra Duty Allowance for Civil Aviation Inspectors following a professional currency program based on flying aircraft for a minimum of forty-eight (48) hours will continue to be paid as it was in the past. The Extra Duty Allowance for Civil Aviation Inspectors following an approved alternate professional currency program will be paid in full (i.e., the total annual amount) upon completion of the approved program.

7. PROCESS: A CAI wishing to pursue an alternate professional currency program should first discuss this with his or her immediate supervisor. The CAI should have the specific content and timing of the proposed program defined for this meeting as well as an estimate of the cost. The CAI should have prepared a justification of why the proposed program is as relevant, or more relevant, to the duties of his

or her job as the "default" program of flying departmental aircraft a minimum of forty-eight (48) hours a year. No alternate program is likely to be approved unless it will continue to permit the CAI to perform the full range of his or her existing duties. While it is preferable that alternate programs start at the beginning of a new fiscal year, they will be considered as they arise.

Once the immediate supervisor supports the proposed alternate program, the specifics of the program and the justification for it are to be forwarded to the Director General, Aircraft Services. This documentation will then be provided to the Professional Currency Steering Committee for consideration. This Committee will meet at the call of the Chairperson which, at least initially, will be as applications are received. Once approved, directions will be issued to the CAI as to how the program is to be paid for and when it can be proceeded with.

8. QUESTIONS: As this is a new program, not every possible contingency or question has been examined and a response prepared. The policy and procedures will evolve with experience. Decisions will be guided by the aim of ensuring that the individual CAI's professional currency will be maintained and enhanced in a manner consistent with the needs of his or her present position and Transport Canada's need to develop its staff. CAIs having questions on the policy should write or E-mail Ron Armstrong, Director General, Aircraft Services, or call him at (613) 998-3316.

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POLICY ON PROFESSIONAL CURRENCY OF MEDICALLY FIT CIVIL AVIATION INSPECTORS

1.0 DEFINITION

1.1 In this policy, the term

1. "**applicable Extra Duty Allowance**" means the amount of money payable as set out in Schedule "A" to this policy;

"**approved Alternate Professional Currency Program**" means a professional currency program which meets the requirements of section 4.5 and which has been approved pursuant to section 4.6; and

"**professional currency**" means that portion of current professional knowledge and the required training that will enable Civil Aviation Inspectors (CAIs) to maintain the specialized knowledge of civil, commercial, corporate and general aviation operations necessary to meet their job requirements and to maintain the applicable professional qualifications as set out below in section 4.1.

2.0 PURPOSE

2.1 This policy sets out the requirements and means for medically fit Transport Canada (TC) CAIs to maintain their professional currency.

2.2 This policy has been the subject of consultation with the Aircraft Operations Group Association and is being implemented in accordance with Article 46.01(c) of the Agreement, dated January 17, 1990, between the Treasury Board and the Aircraft Operations Group Association. This policy replaces the eligibility requirements to receive Extra Duty Allowance contained in Treasury Board Minute 731660 for CAIs. The amounts of the Extra Duty Allowance continue to be located in paragraph 46.01(a) of that Agreement and are reproduced in Schedule "A" hereto.

3.0 APPLICATION

3.1 This policy applies to all medically fit CAIs holding full time indeterminate positions, or term positions of greater than one year, with TC. In exceptional circumstances, the Professional Currency Steering Committee may approve the application of this policy to a medically fit TC CAI occupying a term position of less than one year where the CAI's manager determines that operational reasons indicate a need for professional currency.

4.0 POLICY

4.1 In order to maintain professional currency and to qualify for the applicable Extra Duty Allowance provided for in the January 17, 1990, Agreement between the Treasury Board and the Aircraft Operations Group Association, a medically fit TC CAI is required to, at a minimum, annually demonstrate professional competency in aircraft operations to a level which allows the CAI to

1. for an aeroplane, maintain a valid Canadian Airline Transport Pilot Licence - Aeroplane, with a valid Group I Instrument Rating and, if applicable, pass a pilot proficiency check, or
2. for a helicopter, maintain a valid Canadian Commercial Pilot Licence - Helicopter, with a valid Group IV Instrument Rating, or a valid Canadian Airline Transport Pilot Licence, Helicopter and, in either case, pass a pilot proficiency check.

4.2 Notwithstanding section 4.1, in exceptional circumstances, the Professional Currency Steering Committee, referred to in section 4.8 below, may determine, where it is in unanimous agreement, that an alternative demonstration of professional currency, other than that specified in paragraphs 4.1 (a) or (b), will qualify the medically fit CAI for the applicable Extra Duty Allowance.

4.3 The payment of the applicable Extra Duty Allowance shall follow one of the methods set out in Schedule "A":

4.4 Transport Canada will provide each medically fit TC CAI with the opportunity to satisfy the applicable requirement of section 4.1 through providing the TC CAI the option

1. to fly departmental aircraft, or
2. to pursue an approved alternate professional currency program that meets the requirements of this policy.

4.5 An alternate professional currency program shall:

1. meet the job requirements of the CAI's position, and
2. be approved by the CAI's immediate supervisor for final approval by the Professional Currency Steering Committee.

4.6 Alternate professional currency programs shall be approved and managed by the Professional

Currency Steering Committee in such a manner that the total cost of such programs is less than the cost of providing each of the medically fit TC CAIs, following such a program, forty-eight hours of flight time on Aircraft Services' aircraft over the total time frame of the approved alternate professional currency programs.

4.7 Subject to the Professional Currency Steering Committee's decision, approved alternate professional currency programs will be paid for from the Aircraft Services Directorate's budget except for those alternate professional currency programs previously paid for by non-Aircraft Services Directorate responsibility centre managers.

4.7.2 Where the Professional Currency Steering Committee approves an alternate professional currency program which involves the rental of private sector aircraft, that approval shall require the rental aircraft to be used for Departmental purposes and require compliance with the Carriage of Passengers Policy.

4.8 A special purpose committee, to be known as the Professional Currency Steering Committee, comprised of one representative of each of Civil Aviation, Safety Programs, Strategies and Coordination, and Aircraft Services, two Regional Directors, Civil Aviation, and two Aircraft Operations Group Association representatives, shall meet at the call of the Chair to review and approve alternate professional currency programs.

4.9 The Chair of the Professional Currency Steering Committee shall be chosen by the members of that Committee.

4.10 The Professional Currency Steering Committee's members shall normally serve a two-year term, subject to earlier replacement or extension as the Safety and Security Management Committee determines.

5.0 RELATIONSHIP TO OTHER BODIES

5.1 The Professional Currency Steering Committee reports to the Safety and Security Management Committee.

6.0 RESPONSIBILITIES

6.1 The Professional Currency Steering Committee shall:

1. approve professional currency programs;
2. prepare annually, for the Safety and Security Management Committee's approval, a plan consisting of at least:
 - i. an approved list of TC CAIs participating in an alternate professional currency program; and
 2. a forecast of the costs for each professional currency program;

3. prepare an annual report, consisting of at least:
 - i. a cost analysis of past year expenditures under all approved alternate professional currency programs, demonstrating that total costs incurred, or expected to be incurred over the total time frame of the approvals, do not exceed costs that would have been incurred over the same time frame if all medically valid TC CAIs maintained currency flying Departmental aircraft,
 2. a breakdown of expenditures under each of the professional currency programs for the past fiscal year,
 3. a description of issues or concerns related to the overall professional currency program, with recommendations for solutions, and
 4. an evaluation of the operational currency level of the TC CAI population, including at least an analysis of the success/failure rate in pilot proficiency checks, results of operational knowledge enhancement courses, and feedback from operators with whom TC CAIs participate in industry flying programs such as line flying;
4. resolve structural issues arising from participation in any industry exchange flying program, such as trends in unsatisfactory proficiency reports, TC CAI dissatisfaction with existing assignment, or any other issue threatening the success of such a program;
5. explore opportunities to broaden the professional currency program such as adding new options to the existing plans; and
6. present a status report to the Safety and Security Management Committee on a semi-annual basis.

SCHEDULE "A"

APPLICABLE EXTRA DUTY ALLOWANCE

Note 1: *Table 1 of this schedule replicates the amount payable to a CAI every six (6) months if they meet the proficiency requirements set out in this policy. Where there is any conflict between the amounts set out below and the amounts specified in the Agreement between the Treasury Board and the Aircraft Operations Group Association (commonly known as the "AOGA Contract"), the latter amounts prevail.*

Note 2: *The amounts payable are based on the sub-groups and level prescribed in the employee's certificate of appointment.*

Note 3: *Notwithstanding the validity time period specified in the Canadian Aviation Regulations, in each fiscal year, an instrument rating and, if applicable, a pilot proficiency check, will be required to be successfully completed by each CAI following either a professional currency program based on flying aircraft a minimum of forty-eight (48) flying hours annually or an approved alternate professional currency program in order to qualify for the payment of the applicable Extra Duty Allowance.*

Note 4: *Notwithstanding that, in a fiscal year, a CAI may follow both a program based on flying an aircraft for a minimum of forty-eight (48) hours and an alternate professional currency program, that CAI shall not receive more than the annual maximum Extra Duty Allowance that he or she would be entitled*

to if he or she had followed only one such program. In no case shall the Extra Duty Allowance earned in any one fiscal year exceed the amount determined by multiplying by two (2) the applicable amounts of Extra Duty Allowance set out in Table 1.

1. FORTY-EIGHT (48) HOUR PROGRAM

The payment of the applicable Extra Duty Allowance for a medically fit CAI engaged in a professional currency program which requires the CAI to fly aircraft for a minimum of forty-eight (48) flying hours annually as a pilot crew member or as an inspector conducting an inflight inspection, a pilot flight test, or a flight test of an aircraft shall be as follows:

1. one third (1/3) of the Extra Duty Allowance for more than eight (8) hours but less than sixteen (16) hours of flight time;
2. two thirds (2/3) of the Extra Duty Allowance for sixteen (16) hours but less than twenty-four (24) hours of flight time; or
3. three thirds (3/3) of the Extra Duty Allowance for twenty-four (24) hours or more of flight time,

which allowance shall be paid once every six (6) months upon completion of the required flying activity.

2. ALTERNATE PROFESSIONAL CURRENCY PROGRAM

The payment of the applicable Extra Duty Allowance for a medically fit CAI engaged in an approved alternate professional currency program which does not require the CAI to fly a minimum of forty-eight (48) flying hours annually shall be as follows:

1. two times (2x) the applicable Extra Duty Allowance (i.e., the total *annual* applicable Extra Duty allowance):
 1. upon renewal of the CAI's Airline Transport Pilot Licence or, in the case of a helicopter rated CAI, either his or her Commercial Pilot Licence, Helicopter, and associated Instrument Rating or his or her Airline Transport Pilot Licence, Helicopter; or
 2. where a pilot proficiency check is required, upon compliance with sub-paragraph 2(a)(i) and successful completion of the pilot proficiency check,

which total annual amount shall be paid upon successful completion of the CAI's instrument rating and, if applicable, pilot proficiency check.

TABLE 1

MAXIMUM AMOUNTS OF EXTRA DUTY ALLOWANCE (EDA)

PAYABLE EVERY SIX (6) MONTHS

AO-CAI-01 \$2100

AO-CAI-02 \$2100

AO-CAI-03 \$2100

AO-CAI-04 \$1500

AO-CAI-05 \$1200

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PROFESSIONAL CURRENCY TRAINING PROGRAMS FOR MEDICALLY FIT CIVIL AVIATION INSPECTORS

SYNOPSIS

Under the "Policy on Professional Currency of Civil Aviation Inspectors" (CAIs), a medically fit CAI may maintain his/her professional currency and qualify for the Extra Duty Allowance (EDA) in several ways such as, but not limited to, the following.

1. A CAI may train with Aircraft Services Directorate (ASD) and fly on ASD aircraft.
2. A CAI may, with the agreement of his/her manager, and the approval of the Steering Committee, choose an alternate program whereby he/she obtains training and an Instrument Rating (IFC) and, if applicable, a Pilot Proficiency Check (PPC) elsewhere and does not train or fly with ASD.
3. A CAI may train with and obtain his/her PPC/IFC with ASD but not fly ASD aircraft for the duration of the year. That might constitute all of the professional currency training for the CAI or he/she could also pursue further training elsewhere as part of an alternate program, again as agreed upon by the individual and his/her manager and approved by the Steering Committee.

The following are the alternate programs a CAI could follow if he/she were to complete his/her training and PPC/IFC renewal with ASD. There is also a proposal for an alternate program with Flight Safety International for the Twin Otter. It must be stressed that the following are suggested alternate programs and that it is up to the CAI, his/her supervisor and the Steering Committee to approve the final content of an alternate program. It remains the CAI's option to choose the applicable one of the following suggested programs with ASD but, for example, request augmentation of that program by more flying with ASD. e.g. a CAI could follow the suggested Citation alternate program but seek line indoctrination also.

The following suggested programs are built on the principle that CAIs who are medically fit will actually renew their PPC/IFC. Thus, for example, a medically fit King Air pilot must pass his/her PPC/IFC in an aircraft and not one of the two approved Flight Training Devices.

The PPC/IFC standard will not vary for individuals on an alternate program.

A ground school module will be developed for pilots who have been away from flying with ASD to cover subjects such as interpretations of new or amended Canadian Aviation Regulations (CARs), developments in Global Positioning System (GPS), Operations Manual changes and other relevant developments in aviation that a requalifying pilot should have knowledge of.

CITATION C-550 - ALTERNATE PROGRAM

The Aircraft Services provided alternate program for the Citation C-550 will involve:

1. One simulator refresher/familiarization training trip of 3.5 hours before the recurrent ground school commences;
2. The normal recurrent training program consisting of three days of ground school and four simulator sessions of 3.5 hours each, followed by a PPC/IFC ride. More training will be provided if deemed necessary before a PPC/IFC ride; and

Either (c) or (d) below

1. No actual aircraft flying; OR
2. Three trips of 2 hour each in the Citation aircraft immediately after the PPC/IFC with a training pilot. Passengers may be carried at the discretion of the training pilot and the Chief Pilot.

KING AIR A100, 90 AND 200 TURBO-PROP - ALTERNATE PROGRAM

The Aircraft Services provided alternate program for the King Air will involve:

1. The normal two day recurrent ground school with three sessions for a total of 10 hours in the ASD or Coastal Pacific Aviation's Flight Training Device; and either
2. Between two and four training trips of 1.5 hours each in the ASD aircraft (more, if necessary), followed by a PPC/IFC ride in the aircraft. These training trips will be conducted with a training pilot and no passengers will be permitted on these dedicated training flights.

DHC-6 TWIN OTTER - ALTERNATE PROGRAM

The Aircraft Services provided alternate program for the Twin Otter will involve:

1. The normal Aircraft Services two day recurrent ground school, plus between two and four training trips of 1.5 hours each in an Aircraft Services DHC-6, followed by a PPC/IFC ride in the aircraft. Training Trips will be conducted with a training pilot and no passengers will be permitted on these dedicated training flights; or
2. The recurrent ground school and simulator program, approved in the Aircraft Service's Operations Manual, provided by Flight Safety International in Toronto, followed by a PPC/IFC ride in the Flight Safety International simulator.

BELL 206 HELICOPTER - ALTERNATE PROGRAM

The Aircraft Services alternate program for the Bell 206 helicopter will involve:

1. The normal one day recurrent ground school program;
2. Flying training consisting of approximately three trips of approximately 2 hours duration to prepare the pilot for a PPC/IFC ride. More training will be provided if required; and
3. A PPC/IFC ride on the B-206 of a duration of approximately 2 hours.

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POLICY ON PROFESSIONAL CURRENCY OF MEDICALLY UNFIT CIVIL AVIATION INSPECTORS

1.0 DEFINITION

1.1 In this policy, the term

"applicable Extra Duty Allowance" means the amount of money payable as set out in Schedule "A" to this policy;

"approved alternate professional currency program" means a professional currency program which meets the requirements of section 4.5 and which has been approved pursuant to section 4.6; and

"professional currency" means that portion of current professional knowledge and the required training that will enable Civil Aviation Inspectors (CAIs) to maintain the specialized knowledge of civil, commercial, corporate and general aviation operations necessary to meet their job requirements and to maintain the applicable professional qualifications as set out below in section 4.1.

2.0 PURPOSE

2.1 This policy sets out the requirements and means for medically unfit Transport Canada (TC) CAIs to maintain their professional currency.

2.2 This policy has been the subject of consultation with the Aircraft Operations Group Association and is being implemented in accordance with Article 46.01(c) of the Agreement, dated January 17, 1990, between the Treasury Board and the Aircraft Operations Group Association. This policy replaces the eligibility requirements to receive Extra Duty Allowance contained in Treasury Board Minute 731660 for CAIs. The amounts of the Extra Duty Allowance continue to be located in paragraph 46.01(a) of that Agreement and are reproduced in Schedule "A" hereto.

3.0 APPLICATION

3.1 This policy applies to all medically unfit CAIs holding full time indeterminate positions, or term positions of greater than one year, with TC. In exceptional circumstances, the Professional Currency Steering Committee may approve the application of this policy to a medically unfit TC CAI occupying a

term position of less than one year where the CAI's manager determines that operational reasons indicate a need for professional currency.

4.0 POLICY

4.1 In order to maintain professional currency and to qualify for the applicable Extra Duty Allowance provided for in the January 17, 1990, Agreement between the Treasury Board and the Aircraft Operations Group Association, a medically unfit TC CAI is required to, at a minimum,

1. for an aeroplane, have held a Canadian Airline Transport Pilot Licence - Aeroplane, with a Group I Instrument Rating or for a helicopter, have held a Canadian Commercial Pilot Licence - Helicopter, with a Group IV Instrument Rating, or a Canadian Airline Transport Pilot Licence, Helicopter, and
2. pursue an approved alternate professional currency program which includes the requirement to annually demonstrate proficiency in a simulator to the proficiency level that would, if the CAI's medical were valid, permit renewal of such licence and instrument rating.

4.2 Notwithstanding section 4.1, in exceptional circumstances, the Professional Currency Steering Committee, referred to in section 4.9 below, may determine, where it is in unanimous agreement, that an alternative demonstration of professional currency, other than that specified in paragraph 4.1(b), will qualify the medically unfit CAI for the applicable Extra Duty Allowance.

4.3 The passing of an instrument rating renewal check ride in the Aircraft Services' or in the Coastal Pacific Aviation's King Air Flight Training Device shall be deemed to meet the demonstration of proficiency called for in paragraph 4.1(b).

4.4 The payment of the applicable Extra Duty Allowance shall follow the method set out in Schedule "A":

4.5 Subject to section 4.2, Transport Canada will provide each medically unfit TC CAI with the opportunity to satisfy section 4.1 through providing the TC CAI the opportunity to pursue an approved alternate professional currency program that meets the requirements of this policy.

4.6 An alternate professional currency program shall:

1. meet the job requirements of the CAI's position, and
2. be approved by the CAI's immediate supervisor for final approval by the Professional Currency Steering Committee.

4.7 Alternate professional currency programs shall be approved and managed by the Professional Currency Steering Committee in such a manner that the total cost of such programs is less than the cost of providing each of the medically fit TC CAIs, following such a program, forty-eight (48) hours of

flight time on Aircraft Services' aircraft over the total time frame of the approved alternate professional currency programs.

4.8 Subject to the Professional Currency Steering Committee's decision, approved alternate professional currency programs will be paid for from the Aircraft Services Directorate's budget except for those alternate professional currency programs previously paid for by non-Aircraft Services Directorate responsibility centre managers.

4.9 A special purpose committee, to be known as the Professional Currency Steering Committee, comprised of one representative of each of Civil Aviation, Safety Programs, Strategies and Coordination, and Aircraft Services, two Regional Directors, Civil Aviation, and two Aircraft Operations Group Association representatives, shall meet at the call of the Chair to review and approve alternate professional currency programs.

4.10 The Chair of the Professional Currency Steering Committee shall be chosen by the members of that Committee.

4.11 The Professional Currency Steering Committee's members shall normally serve a two-year term, subject to earlier replacement or extension as the Safety and Security Management Committee determines.

5.0 RELATIONSHIP TO OTHER BODIES

5.1 The Professional Currency Steering Committee reports to the Safety and Security Management Committee.

6.0 RESPONSIBILITIES

6.1 The Professional Currency Steering Committee shall:

1. approve professional currency programs;
2. prepare annually, for the Safety and Security Management Committee's approval, a plan consisting of at least:
 3. an approved list of TC CAIs participating in an alternate professional currency program; and
 4. a forecast of the costs for each professional currency program;
- prepare an annual report, consisting of at least:
 1. a cost analysis of past year expenditures under all approved alternate professional currency programs, demonstrating that total costs incurred, or expected to be incurred over the total time frame of the approvals, do not exceed costs that would have been incurred over the same time frame if all medically valid TC CAIs maintained currency flying Departmental aircraft,

2. a breakdown of expenditures under each of the professional currency programs for the past fiscal year,
 3. a description of issues or concerns related to the overall professional currency program, with recommendations for solutions, and
 4. an evaluation of the operational currency level of the TC CAI population, including at least an analysis of the success/failure rate in pilot proficiency checks, results of operational knowledge enhancement courses, and feedback from operators with whom TC CAIs participate in industry flying programs such as line flying;
- resolve structural issues arising from participation in any industry exchange flying program, such as trends in unsatisfactory proficiency reports, TC CAI dissatisfaction with existing assignment, or any other issue threatening the success of such a program;
 - explore opportunities to broaden the professional currency program such as adding new options to the existing plans; and
 - present a status report to the Safety and Security Management Committee on a semi-annual basis.

SCHEDULE "A"

APPLICABLE EXTRA DUTY ALLOWANCE

***Note 1:** Table 1 of this schedule replicates the amount payable to a CAI every six (6) months if they meet the proficiency requirements set out in this policy. Where there is any conflict between the amounts set out below and the amounts specified in the Agreement between the Treasury Board and the Aircraft Operations Group Association (commonly known as the "AOGA Contract"), the latter amounts prevail.*

***Note 2:** The amounts payable are based on the sub-groups and level prescribed in the employee's certificate of appointment.*

***Note 3:** Subject to section 4.2 of the Policy and notwithstanding the validity time period specified in the Canadian Aviation Regulations, in each fiscal year, an instrument rating and, if applicable, a pilot proficiency check will be required to be successfully completed, or to have been deemed to have been completed pursuant to section 4.3 of the Policy, by each CAI following an approved alternate professional currency program in order to qualify for the payment of the applicable Extra Duty Allowance.*

ALTERNATE PROFESSIONAL CURRENCY PROGRAM

1. The payment of the applicable Extra Duty Allowance for a medically unfit CAI engaged in an approved alternate professional currency program shall be:

1. two times (2x) the applicable Extra Duty Allowance (i.e., the total **annual** applicable Extra Duty Allowance):

- i. upon demonstration of the level of proficiency referred to in paragraph 4.1(b) of the policy; or
2. where a pilot proficiency check is required, upon compliance with sub-paragraph 1(a)(i) of this Schedule and successful completion of the pilot proficiency check,

which total annual amount shall be paid upon successful completion of the CAI's instrument rating and, if applicable, pilot proficiency check.

TABLE 1: MAXIMUM AMOUNTS OF EXTRA DUTY ALLOWANCE (EDA) PAYABLE EVERY SIX (6) MONTHS

AO-CAI-01	\$2100
AO-CAI-02	\$2100
AO-CAI-03	\$2100
AO-CAI-04	\$1500
AO-CAI-05	\$1200

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PROFESSIONAL CURRENCY TRAINING PROGRAMS FOR MEDICALLY UNFIT CIVIL AVIATION INSPECTORS

SYNOPSIS

Under the "Policy on Professional Currency of Civil Aviation Inspectors" (CAIs), a medically unfit CAI may maintain his/her professional currency and qualify for the Extra Duty Allowance (EDA) in several ways such as, but not limited to, the following.

1. In order to maintain professional currency and to earn EDA, a fixed wing CAI who is not medically fit may attend ground school with the Aircraft Services Directorate (ASD) and complete his/her professional currency training to the IFC standard in ASD's Citation simulator or King Air Flight Training Device or in Coastal Pacific Aviation's King Air Flight Training Device. A medically unfit fixed wing CAI could also follow an alternate program on the Twin Otter with Flight Safety International in Toronto. It is also open to the medically unfit fixed wing CAI, his/her supervisor and the Steering Committee to agree to some other type of alternate program.
2. For medically unfit helicopter CAIs, no alternate program is suggested. It will be up to that CAI, his/her supervisor and the Steering Committee to decide on what, if any, alternate program is to be followed to allow that CAI to maintain his/her professional currency and to earn his/her Extra Duty Allowance. No program is provided merely because ASD does not have a simulator or Flight Training Device on which to base a low cost program.
3. No medically unfit CAIs will be allowed to do flight training in ASD aircraft.

The following are the alternate programs a CAI could follow if he/she were to complete his/her alternate professional training with ASD. There is also a proposal for an alternate program with Flight Safety International for the Twin Otter. It must be stressed that the following are suggested alternate programs and that it is up to the CAI, his/her supervisor and the Steering Committee to approve the final content of an alternate program. It remains the CAI's option to choose to follow the applicable suggested program with ASD or to propose another program which could include the suggested ASD program or be totally provided by another training facility.

The IFC standard will not vary for individuals on an alternate program. Having said that, it is recognized that the King Air Flight Training Devices do not provide the same degree of simulation as a real simulator.

A ground school module will be developed for pilots who have been away from flying with ASD to cover subjects such as interpretations of new or amended Canadian Aviation Regulations (CARs), developments in Global Positioning System (GPS), Operations Manual changes and other relevant developments in aviation that a requalifying pilot should have knowledge of.

CITATION C-550 - ALTERNATE PROGRAM

The Aircraft Services provided alternate program for the Citation C-550 will involve:

1. One simulator refresher/familiarization training trip of 3.5 hours before the recurrent ground school commences; and
2. The normal recurrent training program consisting of three days of ground school and four simulator sessions of 3.5 hours each, followed by a simulated IFC ride. More training will be provided if deemed necessary before a IFC ride.

Note: While the passage of a IFC ride in the simulator by a medically unfit pilot could result in an actual renewal of the CAI's licence, that licence is not useable without a Medical Certificate.

KING AIR A100, 90 AND 200 TURBO-PROP - ALTERNATE PROGRAM

The Aircraft Services provided alternate program for the King Air will involve the normal two day recurrent ground school with three sessions for a total of 10 hours in the ASD or Coastal Pacific Aviation's Flight Training Device; and then a simulated IFC in the Flight Training Device.

DHC-6 TWIN OTTER - ALTERNATE PROGRAM

The alternate program for the Twin Otter will involve the recurrent ground school and simulator program, approved in the Aircraft Service's Operations Manual, provided by Flight Safety International in Toronto, followed by a simulated IFC ride in the Flight Safety International simulator.

Note: While the passage of a IFC ride in Flight Safety International's simulator by a medically unfit pilot could result in an actual renewal of the CAI's licence, that licence is not useable without a Medical Certificate.

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Revised: 27 October 1998 (998-7991)



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**ALTERNATE PROFESSIONAL CURRENCY
PROGRAM APPLICATION AND
ASSESSMENT**

**PROGRAMME ALTERNATIF DE MAINTIEN
DE LA COMPÉTENCE PROFESSIONNELLE -
DEMANDE ET ÉVALUATION**

PART 1 - APPLICANT / PARTIE 1 - CANDIDAT

Name of applicant/ Nom du candidat :

Phone number / Téléphone :

Organization / Organisation :

Current position /Poste actuel :

Aircraft and hours flown on ASD aircraft in current fiscal year - by type / Aéronef et heures de vol sur aéronefs de la DGSA au cours de l'année financière :

Summary of duties of position / Résumé des tâches du poste :

Details of proposed program (including cost, supplier, type of aircraft and duration of program) / Détails du programme proposé (incluant le coût, le fournisseur, le type d'aéronef et la durée du programme) :

Justification for acceptance of proposed alternate program as relates to duties / Justification pour l'acceptation du programme alternatif proposé par rapport aux tâches :

Has proposed or similar program previously been paid for by / Est-ce qu'un programme semblable ou proposé a déjà été payé par :

ASD / DGSA	yes / oui	no / non
Own organization / Propre organisation	yes / oui	no / non

Applicant's signature / Signature du demandeur :

Date

Signature - Director or Regional Manager / Signature - Directeur or chef régional :

Date

PART 2 - ASSESSMENT OF ALTERNATE PROFESSIONAL CURRENCY STEERING COMMITTEE
PARTIE 2 - ÉVALUATION DU COMITÉ DIRECTEUR DU PROGRAMME ALTERNATIF DE MAINTIEN DE LA COMPÉENCE PROFESSIONNELLE

Program meets professional currency requirements / Le programme répond aux exigences du maintien de la compétence professionnelle : **yes / oui** **no / non**

Comments / Commentaires :

Details of authorized program / Détails du programme autorisé :

Basis of payment of EDA / Base de paiement de l'indemnité :

Authorized cost per fiscal year / Coût autorisé par année financière : _____

Term of program / Conditions du programme :

From / De :

To / À :

Authorized supplier / Fournisseur autorisé :

ASD to pay / Payé par la DGSA :

yes / oui

no / non

Chairperson - Ron Armstrong - Président :

Date :

PART 3 - CONFIRMATION OF ACCEPTANCE OF ALTERNATE PROFESSIONAL CURRENCY STEERING COMMITTEE'S DECISION
PARTIE 3 - CONFIRMATION DE L'ACCEPTATION DE LA DÉCISION DU COMITÉ DIRECTEUR DU PROGRAMME ALTERNATIF

DE MAINTIEN DE LA COMPÉENCE PROFESSIONNELLE

Applicant's signature / Signature du demandeur

Date :

Manager's signature / Signature du directeur :

Date :

Chairperson's signature / Signature du président :

Date :

Aircraft Services - 998-7991 - 27 October 1998 / Services des aéronefs - 998-7991 - 27 octobre 1998